

Mississippi Delta Community College

207 W Park Avenue
Greenwood, MS 38930
(662) 453-7377

PO Box 668
Moorhead, MS 38761
(662) 246-6365

2900A Hwy 1 South
Greenville, MS 38701
(662) 332-8011

MISSING INVENTORY FORM

INVENTORIED LOCATION FOR MISSING ITEM

Dept.	Building	Room #	Inventory Tag #	Description of Item	Value	Serial #	Responsible Person	Date Item Missing

Complete the Lost or Stolen Property Affidavit and a Police Report and attach both to this form. Explain in detail all facts regarding the missing property, including each of the following: the date the property was discovered missing; the person who discovered the property was missing; special circumstances regarding the missing property; all efforts made to discover the location of the missing property; and any other pertinent facts regarding the missing property.

Signature of person charged with control of missing property

Signature of person discovering property missing

Date sent to Business Office:

Send Immediately to Business Office

Office Use Only
Officer: _____
Enter Date: _____
Date copy of Missing Property Form provided to responsible person's supervisor. _____

Nov 2020 Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.